

Gyms and indoor recreation | COVID-19 Safety Plan

Safety Plan for gyms, indoor recreation facilities, swimming pools, community centres and halls.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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1 Keep your business COVID Safe ^

Under WHS law, all employers or businesses are required to assess and manage the risk of COVID-19 to workers and others in the work environment.

To understand the risks to workers and other persons, employers must consider the risks associated with COVID-19 in the context of their workplace, including the physical layout, the work carried out at the workplace and interactions between workers and other persons who attend the workplace.

Employers are then required to implement reasonably practicable control measures to manage the risks of COVID-19 specific to their workplace (this may include a vaccination requirement for workers). Visit [SafeWork NSW](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) [\[https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus\]](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) for more information.

Employers and businesses must also ensure they comply with any mandatory requirements under [NSW public health orders \(/covid-19/stay-safe/rules\)](#).

2 Developing your COVID-19 Safety Plan v

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Effective 18 February 2022

Business details

Business name

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Select your business type

Wellbeing of staff and customers ^

Exclude staff, volunteers and visitors who are unwell from the premises.
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Explain how you will do this

Staff and members advised to remain at home if they are unwell or have been advised to self isolate by NSW Health and are a close contact

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.

Explain how you will do this

• Managed internally via management and HR communications to staff via Safety Shares, as a verbal reminder at every departmental team meeting, via weekly CEO email communications. • Internal Standard operating procedures, including NUSport's COVID-19 Management and Response Standard Operating Procedure. • All staff have completed the Government Infection Control Training. • PPE packs are located at all facilities. • University Subject Matter Experts provide advice and information updates

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

• Signage on entry to facilities. • Managed internally via management and HR communications to staff via Safety Shares, as a verbal reminder at every departmental team meeting, via weekly CEO email communications. • Staff, members, volunteers and visitors are informed of exclusion requirements via The Forum Safety Standards, The Forum website, Terms and Conditions, social media communications, rolling electronic TV screens, laminated signage, The Forum FAQs and The Forum App.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

N/A

Physical distancing 

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff

Explain how you will do this

• All areas will be marked appropriately to ensure distancing.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Explain how you will do this
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- All areas will be marked appropriately to ensure distancing.
- Encourage members to stagger the use of communal facilities or shower/change at home where possible.
- Covid-19 Champions will manage high traffic areas in peak periods

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Explain how you will do this

- Covid-19 Champions will manage high traffic areas in peak periods
- All indoor and outdoor programs have been reviewed to manage social distancing, including staggered start finish times and clear drop off/pick up zones.
- Several large carpark options available to enter the premises. entry and exit points identified clearly

Ventilation ^

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> (<https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance>) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

- Doors and windows will be opened to increase natural ventilation
- HVAC system in the Aquatic Centre will be set to allow maximum ventilation during peak periods

Use outdoor settings wherever possible.

Explain how you will do this

Additional outdoor facilities are being built and outdoor spaces will be made available

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Explain how you will do this

- Louvres in indoor courts will be opened for ventilation
- Opening of windows and doors where possible

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Explain how you will do this

- Opening of windows and doors where possible.
- HVAC ventilation system in the Aquatics Centre will be set to allow for the maximum ventilation, particularly in peak period

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

regular scheduled maintenance of all air conditioning systems and HVAC

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

consulted with a broad stakeholder group including facility management, safety team and health professionals

Hygiene and cleaning ^

Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Explain how you will do this

Masks will be enforced as per the Public Health Orders. When the public Health order does not mandate masks, Masks will continue to be encouraged.

Regular information will be supplied to staff and customers in all communications and signage and updated as the public health measures changes

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Explain how you will do this

- Alcohol based hand sanitiser is provided at the entrance to facilities.
- Hand sanitiser stations are placed in prominent locations with dispensers checked regularly.
- All departmental cleaning standard operating procedures (SOPs) have been reviewed and updated in line with Safe Work Australia Guidelines.
- Promotion and training programs of regular and thorough hand washing for employees, customer and contractors etc.
- Hygiene and handwashing signage implemented throughout facilities

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Explain how you will do this

staff regularly check stock levels throughout the facilities to ensure supply of soap, towels, hand sanitiser and dryers are available.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it.

Explain how you will do this

- Daily professional cleaning of facilities
- High traffic and communal surfaces, both staff and customer facing, are regularly disinfected.
- Cleaning wipes available near all equipment, signage implemented to encourage cleaning of equipment before and after use

Record keeping ^

Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

QR codes are no longer required to enter a Gym

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

- Follow NSW Health advice and assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace.
- Use the Contact Classification Tool,
 - Advise workers and contractors of the situation in your workplace.
 - Consult with workers about the identification and management of any remaining health and safety risks.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify [SafeWork NSW](https://www.safework.nsw.gov.au) (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov>) if a worker has tested positive and is hospitalised or dies. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef9>) for more information.

Explain how you will do this

Follow NSW Health advice if they become involved if there are multiple cases associated with NUsport. Follow NSW Health recommendations if further actions are required to reduce the risk of spread of COVID-19.

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Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 18 February 2022